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SF Environment

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee

GOVERNMENT
DOCUMENTS DEPT

SEP 27 2013

Tuesday, October 1, 2013, 5:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 10, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: September 10, 2013 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Development of a Strategic Plan Work Plan.** The Committee will discuss the Strategic Plan goal that relates to the Planning and Policy Committee and begin to develop a two-year work plan with action items and metrics to track success for each action item as well as resources needed to achieve success, including Council member roles and requested staffing support from the Department of the Environment. (Explanatory Document: Strategic Plan) (Discussion and Action)
5. **New Business/Future Agenda Items.** (Discussion)
6. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
7. **Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, December 3, 2013 at 5:00 p.m., San Francisco Planning Department Offices, 1650 Mission Street, Room 400.

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org • www.sfenvironment.org

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Public Comment

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2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine

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Posted: September 27, 2013





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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee
Draft Minutes**

GOVERNMENT
DOCUMENTS DEPT

Tuesday, October 1, 2013, 5:00 p.m.

OCT - 8 2013

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Policy Committee meeting convened at 5:03 p.m. Present: Members Sullivan, Flanagan, Leffingwell and Swae. Absent: Members Ginsburg/Alvarez.
2. **Approval of Minutes of the September 10, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document; September 10, 2013 Meeting Draft Minutes) (Discussion and Action)

Upon Motion by Member Flanagan, second by Member Leffingwell, the September 10, 2013 Planning and Funding Committee Meeting Minutes were approved without objection.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

There was no public comment at this time.

4. **Development of a Strategic Plan Work Plan.** The Committee will discuss the Strategic Plan goal that relates to the Planning and Policy Committee and begin to develop a two-year work plan with action items and metrics to track success for each action item as well as resources needed to achieve success, including Council member roles and requested

staffing support from the Department of the Environment. (Explanatory Document: Strategic Plan) (Discussion and Action)

The Committee reviewed Specific Goals 2.a-2.c with discussion of each item and outlined possible actions and associated schedule (see attached schedule). Below is summary of the discussion by specific goals:

Goal 2.a: Assist in completion and passage of a new Urban Forest Master Plan:

- Working schedule is for Urban Forestry Council to review the Urban Forest Master Plan Draft over the next two weeks with interim working group review, if needed.
- Member Swae is to present the Urban Forest Master Plan to the Council at its October 22, 2013 meeting.
- Release of the draft plan is scheduled for public review by the end of November.
- Public presentation of draft plan on December 4th.
- Review and approval of final plan during January – February 2014.
- Friends of the Urban Forest will be leading a communications strategy effort to promote the plan to a broader public audience.

Goal 2.b: Develop a "roundtable" process for policy review on critical issues:

- Process and details of a "roundtable" will need to be tailored to individual issues.
- General process discussed was to use the committee level meetings to identify issues and all parties involved. The Committee will then reach-out to all the involved parties and request participation in discussion and presentations around their issue at a full Urban Forestry Council meeting. This forum will give a public venue to discuss issues and educate the full Council, allowing the Council to take action as appropriate.
- Current big issues that should be addressed are forestry management issues related to Mounts Sutro and Davidson.
- Issues around the San Francisco Recreation and Park Department (SFRPD) Significant Natural Resource Areas Management Plan (SNRAMP) identified as the first issue the Planning and Policy Committee should address.
- For Mount Sutro: Member Flangan is to contact SFRPD for an overview of the issues, identification of all major players, and details on the schedule of any planned SNRAMP implementations.
- Summary of Mount Sutro issues will be distributed to the Urban Forestry Council.
- Planning and Policy Committee will solicit ideas and input from the full Council on other major forestry related issues that should be addressed through roundtable process at the October 22, 2013 meeting.

Goal 2.c: Play an active role in reviewing all major projects:

- First step is to define "major project". Planning and Policy Committee will discuss definition at the October 22, 2013 meeting. Suggested options will be to use number of

trees removed/planted, square footage of project, or project costs to define threshold of "major project".

- Any project that the Urban Forestry Council wants to review should be brought to the Council early in the conceptual development so members can provide meaningful comments and input.
- Member Swae will look at including language in the Urban Forest Master Plan to require/recommend review of "major" projects by the Urban Forestry Council.
- Member Swae to look into internal Planning Department project review process and see if there are options to have Planning staff keep the Planning and Policy Committee current on upcoming "major" projects.

Member Flanagan identified an additional specific goal to reinstate meetings with Board of Supervisors member. Committee members will work with Council Coordinator Mei Ling Hui to schedule meetings.

5. New Business/Future Agenda Items. (Discussion)

A schedule of Action Plan/Work Plan of items, review and update on specific goals Items 2.1-2.c, and Supervisor meeting schedule will be added to the agenda for the December Planning and Policy Committee meeting.

- 6. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Mr. Frank Mason recommended that the Planning and Policy Committee reach out to the San Francisco County Transportation Authority (SFCTA) to help identify major projects for Council review.

7. Adjournment. The Planning and Policy Committee meeting adjourned at 6:05 p.m.

Prepared by Andrew Sullivan, Committee Chair and formatted by Monica Fish, Commission Secretary

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Approved:





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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee
Approved Minutes**

**Tuesday, October 1, 2013, 5:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

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- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

There was no public comment at this time.

- 4. Development of a Strategic Plan Work Plan.** The Committee will discuss the Strategic Plan goal that relates to the Planning and Policy Committee and begin to develop a two-year work plan with action items and metrics to track success for each action item as well as resources needed to achieve success, including Council member roles and requested

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Mr. Frank Mason recommended that the Planning and Policy Committee reach out to the San Francisco County Transportation Authority (SFCTA) to help identify major projects for Council review.

7. Adjournment. The Planning and Policy Committee meeting adjourned at 6:05 p.m.

Prepared by Andrew Sullivan, Committee Chair and formatted by Monica Fish, Commission Secretary

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EDWIN M. LEE
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MELANIE NUTTER
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, December 3, 2013, 5:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the October 1, 2013 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: October 1, 2013 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Urban Forestry Council Two Year Work Plan.** The Committee will discuss the adopted two-year Strategic Plan goals that are within the Committee purview and finalize a two-year work plan to recommend to the full Council for adoption. The two-year work plan will include action items, identify associated metrics to track success of each action item, and identify resources needed to achieve success, including Urban Forestry Council member roles and requested staffing support from the Department of the Environment. (Explanatory Documents: Urban Forestry Council Two Year Strategic Plan and Work Plan Schedule) (Discussion and Action)
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- 7. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, January 7, 2014 at 5:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400, San Francisco, CA 94103.

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Posted: November 22, 2013





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**CORRECTED: Regular Meeting Notice and Agenda for the
Urban Forestry Council
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GOVERNMENT
DOCUMENTS DEPT

NOV 25 2013

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Order of Business

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5. **New Business/Future Agenda Items.** (Discussion)
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7. **Adjournment.**

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In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: soff@sfgov.org. Copies of the Sunshine

Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

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Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m. Note that a photo I.D. is required for access to the building; (2) or at the Planning and Policy Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Policy Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: November 22, 2013



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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee
Draft Minutes**

**Tuesday, December 3, 2013, 5:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

Prepared by Andrew Sullivan, Committee Chair and formatted by Monica Fish, Commission Secretary

1. Call to Order and Roll Call. The Planning and Policy Committee meeting convened at 4:10 p.m. Present: Members Leffingwell, Swae and Sullivan; Excused: Member Flanagan; Absent: Members Ginsburg/Alvarez.
2. Approval of Minutes of the October 1, 2013 Urban Forestry Council Planning and Policy Committee Meeting. (Explanatory Document: October 1, 2013 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Swae, the October 1, 2013 Meeting Minutes were approved without objection. AYES: Members Leffingwell, Swae and Sullivan; Absent: Members Flanagan and Ginsburg/Alvarez.
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. Urban Forestry Council Two Year Work Plan. The Committee will discuss the adopted two-year Strategic Plan goals that are within the Committee purview and finalize a two-year work plan to recommend to the full Council for adoption. The two-year work plan will include action items, identify associated metrics to track success of each action item, and identify resources needed to achieve success, including Urban Forestry Council member roles and requested

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staffing support from the Department of the Environment. (Explanatory Documents: Urban Forestry Council Two Year Strategic Plan and Work Plan Schedule) (Discussion and Action)

Committee reviewed the Two Year Work Plan for Full Council and Planning and Policy Committee. Comments and edits were noted and will be incorporated by Council Coordinator Mei Ling Hui for review with the Finance Committee and distribution to the full Council ahead of the December full Council meeting. The Two Year Work Plan will be revised and presented to the full Council for review and adoption at the December full Council meeting.

A detailed review of the Urban Forestry Master Plan Implementation Strategy was led by Member John Swae. The Committee reviewed the items for which the Urban Forestry Council will have responsibility (both as Lead and Partner). Member Swae will update the Implementation Strategy based on comments and present it at the December full Council meeting for review and adoption.

5. New Business/Future Agenda Items. (Discussion)

New items for the January 7 Planning and Policy Committee meeting:

- Arbor Day - Special Event: Committee to review and plan opportunities for Council members to participate in Arbor Day activities.
- Additional Special Events: Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in the coming year (2014). Committee members to circulate list of potential events amongst Committee members a week ahead of the January 7th meeting.
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- Urban Forestry Master Plan: The Committee will review the updated Master Plan ahead of presentation to the full Council.

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Mr. Frank Mason commented on the opportunities that exist to encourage use of citrus trees to support the Urban Forest Master Plan's urban agriculture component and also expressed concern about the amount of concrete waste that is created when public right of ways are demolished to create planted areas.

7. Adjournment. The Planning and Policy Committee meeting adjourned at 5:48 p.m.

Urban Forestry Council Planning and Policy Committee
December 3, 2013 Meeting Draft Minutes
Page 3

The next Planning and Policy Committee meeting is scheduled for Tuesday, January 7, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400, San Francisco, CA 94103.

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Meeting Minutes prepared by Committee Chair Andrew Sullivan

Approved:



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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee
Approved Minutes**

**Tuesday, December 3, 2013, 5:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

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Urban Forestry Council Planning and Policy Committee
December 3, 2013 Meeting Approved Minutes
Page 3

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Meeting Minutes prepared by Committee Chair Andrew Sullivan

Approved: January 7, 2014

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<http://www.ppd.com/sanfrancisco.org/planning-policy-committee/agenda> with each agenda or meeting minutes. (3) upon request to the Council Secretary at the above address. Telephone number 415-388-2788. It is an effort to make it as easy as possible to obtain these materials within three business days of a meeting. If any materials related to an item on the agenda have been distributed to the Planning and Policy Committee after distribution of the agenda packet, those materials are available to public inspection at the Department of the Transportation, 1400 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website on attachments to the agenda or meeting minutes.

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Posted January 1, 2014

Attached Documents

Attachment	Size
1 Document, 1 of 13 Planning Policy Committee Draft Minutes	150.33 KB
2 Attachment, 1 of 13 Planning Policy Committee	KB
3 Attachment, 1 of 13 Planning Policy Committee	KB
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**DRAFT MINUTES
Tuesday, January 7, 2014, 5:00 p.m.**

**Offices of the San Francisco Planning Department
1450 Mission Street, Room 400
San Francisco, CA 94103**

JAN 10 2014

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Planning and Policy Committee convened at 4:04 p.m. Present: Members Sullivan, Flanagan, Leffingwell, Alvarez and Swae
- 2. Approval of Minutes of the December 3, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: December 3, 2013 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Flanagan, the January 7, 2014 Meeting Minutes were approved without objection (AYES: Members Sullivan, Flanagan, Leffingwell and Swae).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Anastasia Glikshtern spoke on her concerns of increased pesticide use by City agencies. She was particularly concerned with increased use related to the Significant Natural Areas Management Program (SNRAMP) and all "natural areas" (reference explanatory documents on herbicide use). She also expressed concern at the number of trees that are planned for removal. There was particular concern expressed at the high number of trees that are planned for removal within "natural areas". (Reference explanatory document on Natural Areas Program Summary)

- 4. Arbor Day - Special Event:** Committee to review and plan opportunities for Council members to participate in Arbor Day activities. (Discussion)

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Several ideas were discussed for Urban Forestry Council participation as part of the City's Arbor Day celebration.

- Council to have a presence at the Department of the Environment table. A discussion was also held on the possibility of having a Council table if the Department of the Environment would be able to organize it.
- Influence Council members to attend and participate in Mike Sullivan's planned Landmark Tree tour.
- Look into having a Mayoral Proclamation issued for the event with an Urban Forestry Council member facilitating presentation.
- Discuss options with Council Coordinator Mei Ling Hui for organizing a Council Landmark Tree tour, possibly on a different day within the week of Arbor Day.

5. **Additional Special Events:** Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in the coming year (2014). (Discussion)

Additional ideas for future events were discussed. One idea that was discussed was to create an award(s) program to recognize people, groups or exceptional projects that contribute to the Council. Discuss options with Council Coordinator Mei Ling Hui for participation in the current Blue/Green awards program. Can Council have an award or category as part of that program?

6. **Significant Natural Resource Areas Management Plan (SNRAMP):** The Committee will discuss process and options for engaging the various interest groups on the SNRAMP policy. The Committee will review the schedule and process for holding a hearing on SNRAMP with the full Council. (Discussion)

Item was continued at the call of the Chair.

7. **Urban Forest Master Plan:** The Committee will review the updated Master Plan ahead of presentation to the full Council. (Discussion)

Member Swae reported that the Draft plan would be presented to the Planning Commission for review on January 9. There would be a public presentation and release of the plan on January 15. Member Flanagan reported that the Council will consider endorsing the Urban Forest Master Plan at the next full Council meeting. Endorsement should highlight four to five major recommendations of the Plan. Options to highlight, per the plan, were:

- Maximize benefits of urban forest.
- Stabilize and grow the current forest (to 25% cover)
- Establish dedicated funding source for street trees planting and maintenance.
- Manage all trees throughout their lifecycles.
- Advocate for funding and commencement of work on next two phases of the Master Plan.

8. **Committee to Create a Proposal for the Urban Forestry Council Redevelopment Seat for Recommendation to the Urban Forestry Council.** (Explanatory Document: Draft File 2013-13-UFC Amended) (Discussion and Action)

9. Upon Motion by Member Flanagan, second by Member Leffinwell the Resolution was approved with a proposed revision to the language to read: (AYES: Members Sullivan, Flanagan, Leffingwell and Swae)

"FURTHER RESOLVED, That the Urban Forestry Council urges the Board of Supervisors to amend Chapter 12 of the Environment Code to replace the Redevelopment representative with a representative from either the Port of San Francisco or the San Francisco Airport Commission. "

10. New Business/Future Agenda Items. (Discussion)

Member Swae will schedule a presentation of the 'Green Connection' plan to the full Council for the February meeting.

- 11. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Carolyn Johnston: Inquired as to whether the Council has any policy as it relates to tree removals. She asked if the Council could develop a process or forum to allow the general public to register complaints or request information on tree removals citywide.

12. Adjournment. The Planning and Policy Committee meeting adjourned at 5:10 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, February 4, 2014 at 5:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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SF Environment

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED MINUTES
Tuesday, January 7, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

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5. **Additional Special Events:** Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in the coming year (2014). (Discussion)

Additional ideas for future events were discussed. One idea that was discussed was to create an award(s) program to recognize people, groups or exceptional projects that contribute to the Council. Discuss options with Council Coordinator Mei Ling Hui for participation in the current Blue/Green awards program. Can Council have an award or category as part of that program?

6. **Significant Natural Resource Areas Management Plan (SNRAMP):** The Committee will discuss process and options for engaging the various interest groups on the SNRAMP policy. The Committee will review the schedule and process for holding a hearing on SNRAMP with the full Council. (Discussion)

Item was continued at the call of the Chair.

7. **Urban Forest Master Plan:** The Committee will review the updated Master Plan ahead of presentation to the full Council. (Discussion)

Member Swae reported that the Draft plan would be presented to the Planning Commission for review on January 9. There would be a public presentation and release of the plan on January 15. Member Flanagan reported that the Council will consider endorsing the Urban Forest Master Plan at the next full Council meeting. Endorsement should highlight four to five major recommendations of the Plan. Options to highlight, per the plan, were:

- Maximize benefits of urban forest.
- Stabilize and grow the current forest (to 25% cover)
- Establish dedicated funding source for street trees planting and maintenance.
- Manage all trees throughout their lifecycles.
- Advocate for funding and commencement of work on next two phases of the Master Plan.

8. **Committee to Create a Proposal for the Urban Forestry Council Redevelopment Seat for Recommendation to the Urban Forestry Council.** (Explanatory Document: Draft File 2013-13-UFC Amended) (Discussion and Action)

9. Upon Motion by Member Flanagan, second by Member Leffinwell the Resolution was approved with a proposed revision to the language to read: (AYES: Members Sullivan, Flanagan, Leffingwell and Swae)

"FURTHER RESOLVED, That the Urban Forestry Council urges the Board of Supervisors to amend Chapter 12 of the Environment Code to replace the Redevelopment representative with a representative from either the Port of San Francisco or the San Francisco Airport Commission. "

10. New Business/Future Agenda Items. (Discussion)

Member Swae will schedule a presentation of the 'Green Connection' plan to the full Council for the February meeting.

- 11. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Carolyn Johnston: Inquired as to whether the Council has any policy as it relates to tree removals. She asked if the Council could develop a process or forum to allow the general public to register complaints or request information on tree removals citywide.

12. Adjournment. The Planning and Policy Committee meeting adjourned at 5:10 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, February 4, 2014 at 5:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved: February 4, 2014



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED MINUTES
Tuesday, January 7, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Campbell and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

1. Call to Order and Roll Call. The Planning and Policy Committee convened at 4:00 p.m. Present: Members Sullivan, Flanagan, Leffingwell, Alvarez and Swae
2. Approval of Minutes of the December 3, 2013 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: December 3, 2013 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Flanagan, the January 7, 2014 Meeting Minutes were approved without objection (AYES: Members Sullivan, Flanagan, Leffingwell and Swae).
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Anastasia Glikshtern spoke on her concerns of increased pesticide use by City agencies. She was particularly concerned with increased use related to the Significant Natural Areas Management Program (SNRAMP) and all "natural areas" (reference explanatory documents on herbicide use). She also expressed concern at the number of trees that are planned for removal. There was particular concern expressed at the high number of trees that are planned for removal within "natural areas". (Reference explanatory document on Natural Areas Program Summary)

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4. Arbor Day - Special Event: Committee to review and plan opportunities for Council members to participate in Arbor Day activities. (Discussion)

Several ideas were discussed for Urban Forestry Council participation as part of the City's Arbor Day celebration.

- Council to have a presence at the Department of the Environment table. A discussion was also held on the possibility of having a Council table if the Department of the Environment would be able to organize it.
- Influence Council members to attend and participate in Mike Sullivan's planned Landmark Tree tour.
- Look into having a Mayoral Proclamation issued for the event with an Urban Forestry Council member facilitating presentation.
- Discuss options with Council Coordinator Mei Ling Hui for organizing a Council Landmark Tree tour, possibly on a different day within the week of Arbor Day.

5. Additional Special Events: Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in the coming year (2014). (Discussion)

Additional ideas for future events were discussed. One idea that was discussed was to create an award(s) program to recognize people, groups or exceptional projects that contribute to the Council. Discuss options with Council Coordinator Mei Ling Hui for participation in the current Blue/Green awards program. Can Council have an award or category as part of that program?

6. Significant Natural Resource Areas Management Plan (SNRAMP): The Committee will discuss process and options for engaging the various interest groups on the SNRAMP policy. The Committee will review the schedule and process for holding a hearing on SNRAMP with the full Council. (Discussion)

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Member Swae reported that the Draft plan would be presented to the Planning Commission for review on January 9. There would be a public presentation and release of the plan on January 15. Member Flanagan reported that the Council will consider endorsing the Urban Forest Master Plan at the next full Council meeting. Endorsement should highlight four to five major recommendations of the Plan. Options to highlight, per the plan, were:

- Maximize benefits of urban forest.
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"FURTHER RESOLVED, That the Urban Forestry Council urges the Board of Supervisors to amend Chapter 12 of the Environment Code to replace the Redevelopment representative with a representative from either the Port of San Francisco or the San Francisco Airport Commission. "

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Ms. Carolyn Johnston: Inquired as to whether the Council has any policy as it relates to tree removals. She asked if the Council could develop a process or forum to allow the general public to register complaints or request information on tree removals citywide.

12. Adjournment. The Planning and Policy Committee meeting adjourned at 5:10 p.m.

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Approved: February 4, 2014





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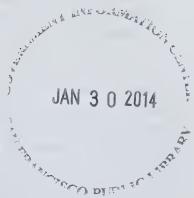


EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, February 4, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**



Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the January 7, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: January 7, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Arbor Day - Special Event:** Committee members to review and plan opportunities for Council members to participate in Arbor Day activities. (Discussion)
- 5. Additional Special Events:** Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in 2014. (Discussion)
- 6. New Business/Future Agenda Items.** (Discussion)
- 7. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 8. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, March 4, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee

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for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: solf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Policy Committee's meeting website

<http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Policy Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: January 30, 2014





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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

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DRAFT MINUTES

Tuesday, February 4, 2014, 4:00 p.m.

FEB 19 2014

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Campbell and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:07 p.m. Present: Committee Members Sullivan, Flanagan, Leffingwell, Campbell, and Swae.
2. **Approval of Minutes of the January 7, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: January 7, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Flanagan, the January 7, 2014 Meeting Minutes were approved with an amendment to the meeting start time to 4:00 p.m. (AYES: Members Sullivan, Flanagan, Leffingwell, and Swae).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Arbor Day - Special Event:** Committee members to review and plan opportunities for Council members to participate in Arbor Day activities. (Discussion)

March 8th is City Arbor Day. Council Coordinator Mei Ling Hui will plan on attending the Department of Public Works Wednesday planning sessions for the event starting on February 19th. Options for Urban Forestry Council participation discussed:

Urban Forestry Council Planning and Policy Committee Meeting

February 4, 2014 Draft Minutes

Page 2

- Walking tree tour by member Leffingwell
- Friends of the Urban Forest/San Francisco Planning Department and Department of the Environment tables that can host Urban Forestry Council members.
- Plant identification with Urban Forestry Council arborist.
- Participate in 'passport' game to make planters (tree/flower matching game as part of Department of the Environment table)
- Coordinator Hui to follow-up with member Leffingwell on details of tree tour and Chris Campbell on options for game.

5. **Additional Special Events:** Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in 2014. (Discussion)

Urban Forestry Council Member Hillson presented an idea of creating a self-guided walking tour based around the Mayors of San Francisco. Member Hillson would provide a written outline/proposal for discussion at the next Planning and Policy Committee Meeting. Council Coordinator Mei Ling Hui to follow-up with the Department of Public Works and the San Francisco Recreation and Park Department to assess their potential involvement. Member Flanagan wants to look at options to have the Council involved in Friends of the Urban Forest's 'Greenest Block' award.

6. **New Business/Future Agenda Items.** (Discussion) Public Comment inquiry—What will the process and schedule be for the proposed roundtable on the Significant Natural Resource Areas Management Plan (SNRAMP)? Response from Committee Member Flanagan is that there is currently no schedule. We are reviewing the options for roundtable and will discuss further at the March Planning and Policy Committee meeting.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

8. **Adjournment.** The Planning and Policy Committee meeting adjourned at 4:53 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, March 4, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED MINUTES
Tuesday, February 4, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Campbell and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, March 4, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the February 4, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: February 4, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Mt. Sutro Forest.** The Committee will discuss the presentation by Mt. Sutro Stewards and make follow-up recommendations to the Urban Forestry Council Chair. (Discussion and Action)
- 5. Earth Day.** The Committee will discuss options for Urban Forestry Council participation for Earth Day activities. (Discussion)
- 6. Update on Arbor Day Activities.** (Informational Report and Discussion)
- 7. Mayor's Tree Walk Project.** Committee Members will discuss Committee Member Rose Hillson's presentation to the Urban Forestry Council on the Mayor's Tree Walk Project. (Discussion)
- 8. New Business/Future Agenda Items.** (Discussion)
- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 10. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, April 1, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Department of the Environment, City and County of San Francisco
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<http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

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Posted: February 26, 2014



SF Environment

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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

DRAFT MINUTES

Tuesday, March 4, 2014, 4:00 p.m.

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Campbell and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:06 p.m. Present: Committee Members Sullivan, Flanagan (4:21), Leffingwell, and Swae. Absent: Members Ginsburg/Alvarez.
- 2. Approval of Minutes of the February 4, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: February 4, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Sullivan, the February 4, 2014 Meeting Minutes were approved without objection (AYES: Members Sullivan, Leffingwell, and Swae; Absent: Member Flanagan).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Ms. Robin Sherrer voiced concern over forest management, particularly at McLaren Park and UCSF Sutro Forest. She voiced opposition to the removal of eucalyptus on the grounds that they are a fire hazard because she does not believe that to be the case.

Ms. Anastasia Glikshtern stated that Tank Hill is an example of a Natural Areas Program (NAP) that is destroying trees and using herbicides.

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
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Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The meeting recessed due to a loss of quorum from 4:12 to 4:17 p.m. The meeting reconvened.

4. **Mt. Sutro Forest.** The Committee will discuss the presentation by Mt. Sutro Stewards and make follow-up recommendations to the Urban Forestry Council Chair. Links to EIR and other Mt. Sutro Information: http://campusplanning.ucsf.edu/pdf/Mount_Sutro_EIR_1-16-13_with_Appendic... <http://campusplanning.ucsf.edu/>, <http://www.ucsf.edu/about/cgr/current-projects/mount-sutro-open-space-reserve> (Discussion and Action)

Member Sullivan will be drafting a letter to UCSF for member Flanagan's review and signature. The letter should make the following points: outline the Urban Forestry Council's role and responsibilities, state that recent information about the Mt. Sutro Management Plan is alarming, and the Council would like UCSF to make a presentation to the full Council on its revised Management Plan. UCSF will be asked to provide the Council with documentation and a written schedule outlining the process for the Management Plan.

Public Comment:

Ms. Rupa Bose stated that her understanding of the new UCSF process for Mt. Sutro is as follow: March 2014 to issue Draft Environment Impact Report (DEIR), allow 30 day response period. Host a public meeting in April 2014, then forward to UC Regents/Board for approval. Work to begin mid-August 2014. She stated that San Francisco Forest Alliance thinks the new plan is problematic, but better than previous options. San Francisco Forest Alliance would like an opportunity to present its point of view on the Mt. Sutro Management Plan to the full Council.

Ms. Dee Seligman stated that she wants to know what the process for Significant Natural Resource Areas Management Plan (SNRAMP) review by the Urban Forestry Council will be.

Ms. Robin Sherrer stated that UCSF is planning a public meeting to discuss the Mt. Sutro plans on March 5th at UCSF Mission Bay campus. Ms. Sherrer also asked if the Council could solicit the input of the San Francisco Fire Department on the Management Plans.

Ms. Anastasia Glikshern submitted a copy of public comments received about the DEIR and urged that the San Francisco Forest Alliance request an opportunity to present to the full Council on Mt. Sutro issues.

5. **Earth Day.** The Committee will discuss options for Urban Forestry Council participation for Earth Day activities. (Discussion)

Member Leffingwell to look at options for hosting a tree tour as part of Earth Day activities.

Public Comment:

Ms. Rupa Bose asked if it is possible to host a tour and utilize a bus.

Ms. Robin Sherrer asked if Member Leffingwell could consider alternate locations to Civic Center.

6. Update on Arbor Day Activities. (Informational Report and Discussion)

Council Coordinator Mei Ling Hui provided an overview of event location, date, and events.

7. Mayor's Tree Walk Project. Committee Members will discuss Committee Member Rose Hillson's presentation to the Urban Forestry Council on the Mayor's Tree Walk Project. (Discussion)

Member Hillson presented an outline of her research and process for a Mayor's Tree Walk Project. The Council is to reach out to the Mayor's Office to confirm there is interest in the project. If so Members Leffingwell and Hillson will begin to refine tree locations and types.

8. New Business/Future Agenda Items. (Discussion)

For the next meeting, at the Call of the Chair: Mayor's Tree Project, Earth Day update, and Mt. Sutro update.

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Ms. Dee Seligman mentioned the schedule and content for the upcoming Commonwealth Club lecture series.

Mr. Frank Mason criticized the Urban Forest Master Plan process and the lack of adequate time to provide comments. He stated that a hard copy was not provided at the public libraries and that footnotes were difficult to track down.

10. Adjournment. The Planning and Policy Committee meeting adjourned at 5:23 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, April 1, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED MINUTES
Tuesday, March 4, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Approved: April 1, 2014





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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

03-27-14A11:43 RCVD

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

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**Tuesday, April 1, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

MAR 27 2014

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the March 4, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: March 4, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Review the Urban Forestry Council's Two-Year Work Plan.** The Committee will review the progress and status of the adopted Strategic Plan and Two-Year Work Plan and may make recommendations to amend the Two-Year Work Plan. (Explanatory Documents: 2014 Two-Year Work Plan, New Project and Program Ideas, and Two-Year Strategic Plan) Sponsor: Dan Flanagan, Council Chair (Discussion and Action)
- 5. Review and Update the Annual Urban Forest Report Survey.** The Committee will review and suggest changes to the Annual Urban Forest Report Survey. (Explanatory Documents: 2013 Urban Forest Annual Report and 2013 Urban Forest Annual Report Survey) Sponsor and Speaker: Mei Ling Hui, Council Coordinator (Discussion and Action)
- 6. Earth Day 2014.** The Council will discuss the upcoming Earth Day Festival and ideas for participation. Speaker: Mei Ling Hui, Council Coordinator (Discussion)
- 7. New Business/Future Agenda Items.** (Discussion)
- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 9. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, May 6, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meeting will be held at San Francisco Planning Department Offices, 1650 Mission Street, Room 400, San Francisco, CA 94103. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street and 16th at Mission Street. Accessible MUNI/Metro lines servicing this location are the 42 - Downtown, 14 & 14 Limited - Mission, and F - Market bus lines. For information about MUNI accessible services call (415) 923-6142. Accessible curb side parking spaces have been designated on Mission and Otis Streets. There is accessible parking available within the Department of Building Inspection parking lot. The entrance to this lot is on Otis Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Posted: March 27, 2014



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**DRAFT MINUTES
Tuesday, April 1, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Campbell and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:08 p.m. Present: Committee members Sullivan, Flanagan, Swae Excused: Committee member Leffingwell; Absent: Committee member Ginsburg/Alvarez.
- 2. Approval of Minutes of the March 4, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: March 4, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Swae, second by Member Flanagan, the March 4, 2014 Meeting Minutes were approved without objection.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Robin Sherrer submitted into the record a letter from the SF Forest Alliance expressing objection to the pending ROSE (Recreation and Open Space Element) City document.

Ms. Anastasia Gिल्shtern submitted into the record letters from Arthur Shapiro and Matt Chaberlin outlining opposition to the City's NAP (Natural Areas Program).

- 4. Review the Urban Forestry Council's Two-Year Work Plan.** The Committee will review the progress and status of the adopted Strategic Plan and Two-Year Work Plan and may make

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
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recommendations to amend the Two-Year Work Plan. (Explanatory Documents: 2014 Two-Year Work Plan, New Project and Program Ideas, and Two-Year Strategic Plan) Sponsor: Dan Flanagan, Council Chair (Discussion and Action)

Member Flanagan reviewed the 'Overarching Themes' section of the Two Year Plan and asked that the Committee prioritize efforts for 2014 and what should be targeted for 2015. As Natural Areas Program (NAP) and potential maintenance at Mounts Sutro and Davidson are pressing issues, Member Flanagan proposed that presentation on best practice of urban forests be scheduled for May and June Full Council meetings to educate the full Council on the best management practice and then have Full Council review and/or weigh in on the current plans for NAP, Mt. Sutro and Davidson.

Member Most was in attendance to represent the Funding Committee: Member Most reported that there had been little movement on their efforts to assist in creating an Urban Forest Grant roundtable. Member Most and Coordinator Mei Ling Hui to reach out to Planning Department representative to document institutional knowledge of how current grant coordination happens and to look at ways to increase opportunities. Future funding opportunities for the Urban Forest Master Plan future phases will be reviewed.

5. **Review and Update the Annual Urban Forest Report Survey.** The Committee will review and suggest changes to the Annual Urban Forest Report Survey. (Explanatory Documents: 2013 Urban Forest Annual Report and 2013 Urban Forest Annual Report Survey) Sponsor and Speaker: Mei Ling Hui, Council Coordinator (Discussion and Action)

Current survey was reviewed by Council Coordinator Hui. No changes were recommended. The Urban Forest Report Survey is expected to be released in June. Coordinator Hui will incorporate changes if any are suggested before the June release.

6. **Earth Day 2014.** The Council will discuss the upcoming Earth Day Festival and ideas for participation. Speaker: Mei Ling Hui, Council Coordinator (Discussion)

Due to limited time available, item was not discussed.

7. **New Business/Future Agenda Items.** (Discussion)

New 'Significant Urban Forest related City projects' that may be reviewed by the full Council were discussed. Following were potential projects that may be requested for presentation before the Council: ROSE (possibly for the May full Council Meeting; Better Market Street Plan; Transbay Terminal Treasure Island Redevelopment).

8. **Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.**

Ms. Robyn Sherrer: Questioned whether Member Ginsburg/Alvarez will be attending any future Committee meetings.

Ns. Dee Seligman: Asked that the Committee clarify the process that it intends to pursue related the NAP/Mt. Sutro/Mt. Davidson review. Voiced concern that there may be a conflict of interest in Member Leffingwell's participation on the Council and his involvement in City

contracted work. She requested that during any best management practice discussion related to the NAP/Mt. Sutro/Mt. Davidson review, the Committee include a wide range of experts, including arborists, tree management professionals and other scientists.

9. Adjournment. The Planning and Policy Committee Meeting adjourned at 5:00 p.m.

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Approved:



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee

APPROVED MINUTES
Tuesday, April 1, 2014, 4:00 p.m.

Offices of the San Francisco Planning Department
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1. **Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:08 p.m. Present: Committee members Sullivan, Flanagan, Swae Excused: Committee member Leffingwell; Absent: Committee member Ginsburg/Alvarez.
2. **Approval of Minutes of the March 4, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: March 4, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Swae, second by Member Flanagan, the March 4, 2014 Meeting Minutes were approved without objection.
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Robin Sherrer submitted into the record a letter from the SF Forest Alliance expressing objection to the pending ROSE (Recreation and Open Space Element) City document.

Ms. Anastasia Gिल्shtern submitted into the record letters from Arthur Shapiro and Matt Chaberlin outlining opposition to the City's NAP (Natural Areas Program).

4. **Review the Urban Forestry Council's Two-Year Work Plan.** The Committee will review the progress and status of the adopted Strategic Plan and Two-Year Work Plan and may make

Department of the Environment, City and County of San Francisco
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recommendations to amend the Two-Year Work Plan. (Explanatory Documents: 2014 Two-Year Work Plan, New Project and Program Ideas, and Two-Year Strategic Plan) Sponsor: Dan Flanagan, Council Chair (Discussion and Action)

Member Flanagan reviewed the 'Overarching Themes' section of the Two Year Plan and asked that the Committee prioritize efforts for 2014 and what should be targeted for 2015. As Natural Areas Program (NAP) and potential maintenance at Mounts Sutro and Davidson are pressing issues, Member Flanagan proposed that presentation on best practice of urban forests be scheduled for May and June Full Council meetings to educate the full Council on the best management practice and then have Full Council review and/or weigh in on the current plans for NAP, Mt. Sutro and Davidson.

Member Most was in attendance to represent the Funding Committee: Member Most reported that there had been little movement on their efforts to assist in creating an Urban Forest Grant roundtable. Member Most and Coordinator Mei Ling Hui to reach out to Planning Department representative to document institutional knowledge of how current grant coordination happens and to look at ways to increase opportunities. Future funding opportunities for the Urban Forest Master Plan future phases will be reviewed.

5. **Review and Update the Annual Urban Forest Report Survey.** The Committee will review and suggest changes to the Annual Urban Forest Report Survey. (Explanatory Documents: 2013 Urban Forest Annual Report and 2013 Urban Forest Annual Report Survey) Sponsor and Speaker: Mei Ling Hui, Council Coordinator (Discussion and Action)

Current survey was reviewed by Council Coordinator Hui. No changes were recommended. The Urban Forest Report Survey is expected to be released in June. Coordinator Hui will incorporate changes if any are suggested before the June release.

6. **Earth Day 2014.** The Council will discuss the upcoming Earth Day Festival and ideas for participation. Speaker: Mei Ling Hui, Council Coordinator (Discussion)

Due to limited time available, item was not discussed.

7. **New Business/Future Agenda Items.** (Discussion)

New 'Significant Urban Forest related City projects' that may be reviewed by the full Council were discussed. Following were potential projects that may be requested for presentation before the Council: ROSE (possibly for the May full Council Meeting; Better Market Street Plan; Transbay Terminal Treasure Island Redevelopment).

8. **Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.**

Ms. Robyn Sherrer: Questioned whether Member Ginsburg/Alvarez will be attending any future Committee meetings.

Ns. Dee Seligman: Asked that the Committee clarify the process that it intends to pursue related the NAP/Mt. Sutro/Mt. Davidson review. Voiced concern that there may be a conflict of interest in Member Leffingwell's participation on the Council and his involvement in City

contracted work. She requested that during any best management practice discussion related to the NAP/Mt. Sutro/Mt. Davidson review, the Committee include a wide range of experts, including arborists, tree management professionals and other scientists.

9. Adjournment. The Planning and Policy Committee Meeting adjourned at 5:00 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, May 6, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved: May 6, 2014





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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

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**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**GOVERNMENT
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**Tuesday, May 6, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

MAY - 1 2014

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the April 1, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: April 1, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Review of Urban Forestry Best Management Practices (BMP) Presentations.** Review schedule and proposed content for May/June presentations to the full Council on the BMP related to urban forestry in San Francisco. (Discussion)
- 5. Review Significant Urban Forest Projects for Inclusion at Future Full Council Meetings.** Discuss potential projects, schedule, and Council/Committee champion for significant urban forest related City projects for review by the full Council. (Discussion)
- 6. Urban Forestry Council Letterhead.** The Committee will review a draft for new Council letterhead prepared by Member Swae, make recommendations to amend the letterhead, and make recommendations to the full Council on adoption of the letterhead. (Explanatory Document: Draft Letterhead) (Discussion and Action)
- 7. New Business/Future Agenda Items.** (Discussion)
- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 9. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, June 3, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meeting will be held at San Francisco Planning Department Offices, 1650 Mission Street, Room 400, San Francisco, CA 94103. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street and 16th at Mission Street. Accessible MUNI/Metro lines servicing this location are the 42 - Downtown, 14 & 14 Limited - Mission, and F - Market bus lines. For information about MUNI accessible services call (415) 923-6142. Accessible curb side parking spaces have been designated on Mission and Otis Streets. There is accessible parking available within the Department of Building Inspection parking lot. The entrance to this lot is on Otis Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task

Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sott@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Policy Committee's meeting website

<http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Policy Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: May 1, 2014



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**DRAFT MINUTES
Tuesday, May 6, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

1. Call to Order and Roll Call. The Planning and Policy Committee meeting was called to order at 4:05 p.m. Present: Committee Members Sullivan, Flanagan, Leffingwell and Wayne
2. Approval of Minutes of the April 1, 2014 Urban Forestry Council Planning and Policy Committee Meeting. (Explanatory Document: April 1, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Flanagan, second by Member Swae the April 1, 2014 Meeting Minutes were approved without objection.
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Igor Lacan introduced himself to the Committee as the new regional urban forestry representative for the Cooperative Extension.

Caroline Johnson, SF Forest Alliance (SFFA): Asked that the Committee consider allowing the SFFA to participate on the Policy and Planning Committee and also on the Full Council. SFFA has done a lot with local communities to further urban forestry issues.

Kathleen Hallinan: Explained her efforts to keep trees on Jefferson Street during the recent streetscape improvement projects. Stated her concern about maintaining the urban forest as

part of improving a healthy environment and to combat climate change. Expressed concern over plans for potential tree removals and management plans at Mt. Sutro and Mt. Davidson. Urged the Urban Forestry Council to take climate change into account when reviewing urban forest management plans.

- 4. Review of Urban Forestry Best Management Practices (BMP) Presentations.** Review schedule and proposed content for May/June presentations to the full Council on the BMP related to urban forestry in San Francisco. (Discussion)

Member Leffingwell with assistance from Council Coordinator Mei Ling Hui has begun to create a list of the potential groups from which they will find representatives to present to the full Council. The initial groups being considering include: NGO/Non-profit public service, UF Researchers, Local Forest Managers, Managers of large urban groves, Representatives from public agencies.

They will target discussions/presentations around a series of topic areas. Initial topic areas discussed include: public safety, erosion control, fire hazard, native habitat, forest rehabilitation, long range management of forest health, and maintenance standards. Member Leffingwell and Coordinator Hui to revise list of urban forest groups and topic areas with recommendations of people that will be asked to present to the full Council.

Public Comment

Caroline Johnson, SF Forest Alliance (SFFA): Recommended that the Council have Joseph McBride present urban forest Best Management Practices to the Cull council. Also asked that San Francisco Forest Alliance present to the full Council on the BMPs.

Kathleen Hallinan: Asked that any presentations of BMPs include discussion of climate change

Robyn Sherrer: Noted that it is nesting season and that UCSF has been removing trees at Mt. Sutro.

- 5. Review Significant Urban Forest Projects for Inclusion at Future Full Council Meetings.** Discuss potential projects, schedule, and Council/Committee champion for significant urban forest-related City projects for review by the full Council. (Discussion)

The following projects were identified as potential projects and Committee member champion for presentation at upcoming full Council meetings: Better Market Street (member Swae to request San Francisco Planning Department present at the July council meeting), Treasure Island Redevelopment (Coordinator Hui and Member Sullivan to reach out to Treasure Island Development Authority (TIDA) and Treasure Island Community Development (TICD) and request they present to the full Council), Transbay Terminal (Member Swae to research who might best represent the Transbay project for an urban forestry presentation to the full Council). Review or presentation of Recreation and Open Space Element (ROSE) and San Francisco Climate Action Strategy will be considered at a future Committee meeting.

Public Comment

Kathleen Hallinan: Explained that the City of Seattle has a system to tag and track trees during construction projects to assess fees for any damage to trees during construction. San Francisco needs to have urban forest goals that are commensurate with the city's prestige.

Caroline Johnson, SF Forest Alliance (SFFA): Recommend that the Council consider having a presentation on the Sunset Boulevard Median project. Mentioned that there have been ongoing tree removals at Pine Lake and Mt. Sutro, and that it is nesting season. Tree removals (except for health and safety emergencies) should not be done during the bird nesting season.

Robyn Sherrer: Stated that the Council should keep an eye out for Candlestick redevelopment and bring them in to present plans for redevelopment.

- 6. Urban Forestry Council Letterhead.** The Committee will review a draft for new Council letterhead prepared by Member Swae, make recommendations to amend the letterhead, and make recommendations to the full Council on adoption of the letterhead. (Explanatory Document: Draft Letterhead) (Discussion and Action)

Member Swae presented an updated letterhead for use by the UF Council. The letterhead, with minor edits to member titles, will be presented at the May full council meeting for approval as new council letterhead.

- 7. New Business/Future Agenda Items.** (Discussion)

Future agenda to include follow up on significant project presentations and an update on possible tree tour for full council by Joe McBride.

Public Comment

Kathleen Hallinan: Stated that she was involved in coordinating Jefferson Street construction schedule around bird and butterfly nesting season. Tree removals need to take this into account. Expressed concern that current tree removals at Mt. Sutro are not being properly cleaned up and will be used as excuse for future additional removals.

Caroline Johnson, SF Forest Alliance (SFFA): Asked that the Committee consider allowing the SFFA to participate as a full member on the Policy and Planning Committee and also on the Full Council. Asked that the Council make PG&E aware of issues related to nesting birds when they perform tree maintenance and removals.

- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment.

- 9. Adjournment.** The Planning and Policy Committee meeting adjourned at 4:53 p.m.

Urban Forestry Council Planning and Policy Committee Meeting

May 6, 2014 Draft Minutes

Page 4

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved:



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**CORRECTED DRAFT MINUTES
Tuesday, May 6, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

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Caroline Johnson, SF Forest Alliance (SFFA): Asked that the Committee consider allowing the SFFA to participate on the Policy and Planning Committee and also on the Full Council.

Kathleen Hallinan: Explained her efforts to keep trees on Jefferson Street during the recent streetscape improvement projects. Stated her concern about maintaining the urban forest as part of improving a healthy environment and to combat climate change. Expressed concern

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Member Leffingwell with assistance from Council Coordinator Mei Ling Hui has begun to create a list of the potential groups from which they will find representatives to present to the full Council. The initial groups being considered include: community members/NGO forestry activists; urban forest researchers, such as from the UC Coop Extension offices; forest managers from a variety of backgrounds, such as municipal, nonprofit, utilities, of known historic tree stands, etc.; urban forest field professionals – arborists, consulting arborists, etc.; land use planners/capital infrastructure planners.

We will focus the hearings on management and rehabilitation of mature and aging tree stands, considering a variety of specific considerations including: public safety, erosion control, fire hazard, native habitat, forest rehabilitation, long range management of forest health, and maintenance standards. Member Leffingwell and Coordinator Hui to revise list of urban forest groups and topic areas with recommendations of people that will be asked to present to the full Council.

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Approved:



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED DRAFT MINUTES
Tuesday, May 6, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

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Robyn Sherrer: Noted that it is nesting season and that UCSF has been removing trees at Mt. Sutro.

5. **Review Significant Urban Forest Projects for Inclusion at Future Full Council Meetings.** Discuss potential projects, schedule, and Council/Committee champion for significant urban forest-related City projects for review by the full Council. (Discussion)

The following projects were identified as potential projects and Committee member champion for presentation at upcoming full Council meetings: Better Market Street (member Swae to request San Francisco Planning Department present at the July council meeting), Treasure Island Redevelopment (Coordinator Hui and Member Sullivan to reach out to Treasure Island Development Authority (TIDA) and Treasure Island Community Development (TICD) and request they present to the full Council), Transbay Terminal (Member Swae to research who might best represent the Transbay project for an urban forestry presentation to the full Council). Review or presentation of Recreation and Open Space Element (ROSE) and San Francisco Climate Action Strategy will be considered at a future Committee meeting.

Public Comment

Kathleen Hallinan: Explained that the City of Seattle has a system to tag and track trees during construction projects to assess fees for any damage to trees during construction. San Francisco needs to have urban forest goals that are commensurate with the city's prestige.

Caroline Johnson, SF Forest Alliance (SFFA): Recommend that the Council consider having a presentation on the Sunset Boulevard Median project. Mentioned that there have been ongoing tree removals at Pine Lake and Mt. Sutro, and that it is nesting season. Tree removals (except for health and safety emergencies) should not be done during the bird nesting season.

Robyn Sherrer: Stated that the Council should keep an eye out for Candlestick redevelopment and bring them in to present plans for redevelopment.

6. **Urban Forestry Council Letterhead.** The Committee will review a draft for new Council letterhead prepared by Member Swae, make recommendations to amend the letterhead, and make recommendations to the full Council on adoption of the letterhead. (Explanatory Document: Draft Letterhead) (Discussion and Action)

Member Swae presented an updated letterhead for use by the UF Council. The letterhead, with minor edits to member titles, will be presented at the May full council meeting for approval as new council letterhead.

7. **New Business/Future Agenda Items.** (Discussion)

Future agenda to include follow up on significant project presentations and an update on possible tree tour for full council by Joe McBride.

Public Comment

Kathleen Hallinan: Stated that she was involved in coordinating Jefferson Street construction schedule around bird and butterfly nesting season. Tree removals need to take this into account. Expressed concern that current tree removals at Mt. Sutro are not being properly cleaned up and will be used as excuse for future additional removals.

Caroline Johnson, SF Forest Alliance (SFFA): Asked that the Committee consider allowing the SFFA to participate as a full member on the Policy and Planning Committee and also on the Full Council. Asked that the Council make PG&E aware of issues related to nesting birds when they perform tree maintenance and removals.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment.

Urban Forestry Council Planning and Policy Committee Meeting

May 6, 2014 Approved Minutes

Page 4

9. Adjournment. The Planning and Policy Committee meeting adjourned at 4:53 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, June 3, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website

<http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved: July 1, 2014



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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING AND POLICY COMMITTEE**

**NOTICE OF CANCELLED MEETING
Tuesday, June 3, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

The Tuesday, June 3, 2014, 4:00 p.m. Regular Meeting of the Urban Forestry Council Planning and Policy Committee Meeting has been cancelled. The next meeting of the Planning and Policy Committee is scheduled for Tuesday, July 1, 2014 at 4 p.m., at the Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400, San Francisco, CA 94103. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731 or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

Posted: May 29, 2014

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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, July 1, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the May 6, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: May 6, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Urban Forestry Council Work Plan.** The Committee will discuss the Urban Forestry Council's work plan for the upcoming quarter. (Explanatory Documents: Two Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)
- 5. New Business/Future Agenda Items.** (Discussion)
- 6. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 7. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, August 5, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee

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for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: soff@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

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with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Policy Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

DRAFT MINUTES

Tuesday, July 1, 2014, 4:00 p.m.

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:17 p.m. Members Sullivan, Swae, and Leffingwell were present. Member Flanagan was excused. Member Ginsburg/Alvarez/Wayne was absent.
- 2. Approval of Minutes of the May 6, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: May 6, 2014 Meeting Draft Minutes) (Discussion and Action) May 6th Minutes were reviewed, member Leffingwell moved to approve with second from member Swae. Minutes were approved without objection.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. No public was present.
- 4. Urban Forestry Council Work Plan.** The Committee will discuss the Urban Forestry Council's work plan for the upcoming quarter. (Explanatory Documents: Two Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)

The Urban Forestry Council work plan for the upcoming quarter was reviewed and potential goals were recommended. Main goals were: (1) Urban Forest Best Management Practices informational meeting #2 to the full Council; (2) development of Best Management Practices

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white paper for full Council review; (3) identification of next roundtable issue; (4) organize preliminary meeting with City agencies to Urban Forest Master Plan Phase 2; and (5) review of Annual Report.

5. **New Business/Future Agenda Items.** (Discussion) No new business items were identified.
6. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. No public was present
7. **Adjournment.** Adjournment at 5:10.

The next Planning and Policy Committee meeting is scheduled for Tuesday, August 5, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved:



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED MINUTES
Tuesday, July 1, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

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white paper for full Council review; (3) identification of next roundtable issue; (4) organize preliminary meeting with City agencies to Urban Forest Master Plan Phase 2; and (5) review of Annual Report.

5. **New Business/Future Agenda Items.** (Discussion) No new business items were identified.
6. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. No public was present
7. **Adjournment.** Adjournment at 5:10.

The next Planning and Policy Committee meeting is scheduled for Tuesday, August 5, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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Approved: September 2, 2014



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING AND POLICY COMMITTEE**

**NOTICE OF CANCELLED MEETING
Tuesday, August 5, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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cancelled

The Tuesday, August 5, 2014, 4:00 p.m. Regular Meeting of the Urban Forestry Council Planning and Policy Committee Meeting has been cancelled. The next meeting of the Planning and Policy Committee is scheduled for Tuesday, September 2, 2014 at 4:00 p.m., at the Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400, San Francisco, CA 94103. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731 or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

Posted: July 30, 2014

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Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, September 2, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the July 1, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: July 1, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Urban Forestry Council Work Plan for the Upcoming Quarter.** The Committee will discuss the Urban Forestry Council's Work Plan for the next quarter. (Explanatory Document: Two-Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)
- 5. Annual Urban Forest Report.** The Committee will review the Draft 2014 Annual Urban Forest Report and make recommendations to the full Council on report adoption. (Explanatory Document: Draft 2014 Annual Urban Forest Report) (Discussion and Action)
- 6. New Business/Future Agenda Items.** (Discussion)
- 7. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 8. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, October 7, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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Public Comment

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Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Posted: August 28, 2014



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

DRAFT MINUTES

Tuesday, September 2, 2014, 4:00 p.m.

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

- 1. Call to Order and Roll Call.** The Planning and Policy Committee meeting came to order at 4:11 p.m. Roll call: Present: Members Flanagan, Leffingwell and Swae; Absent: Members Sullivan and Ginsburg/Alvarez/Wayne.
- 2. Approval of Minutes of the July 1, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: July 1, 2014 Meeting Approved Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Swae, the July 1, 2014 Meeting Minutes were approved. (AYES: Members Flanagan, Leffingwell and Swae; Absent: Member Sullivan.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Urban Forestry Council Work Plan for the Upcoming Quarter.** The Committee will discuss the Urban Forestry Council's Work Plan for the next quarter. (Explanatory Document: Two-Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)

The committee discussed work planning for the upcoming quarter including identifying next steps for the Best Management Project and future speakers they'd like to schedule.

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5. **Annual Urban Forest Report.** The Committee will review the Draft 2014 Annual Urban Forest Report and make recommendations to the full Council on report adoption. (Explanatory Document: Draft 2014 Annual Urban Forest Report) (Discussion and Action)

The committee reviewed the 2014 Annual Urban Forest Report draft. Committee members suggested edits and will send staff additional comments to include in a draft for the full Council. The committee recommended that the report be adopted at the full Urban Forestry Council meeting in September.

Public comment: Dee Seligman asked for some clarifications of the data presented and said that the removal of trees is an important policy issue that the Urban Forestry Council should address. Markos Major asked that information on the progress of Department of Public Work's tree relinquishment be included.

Committee lost quorum at 4:58pm and the following items were not heard:

6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, October 7, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved:



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**APPROVED MINUTES
Tuesday, September 2, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

- 1. Call to Order and Roll Call.** The Planning and Policy Committee meeting came to order at 4:11 p.m. Roll call: Present: Members Flanagan, Leffingwell and Swae; Absent: Members Sullivan and Ginsburg/Alvarez/Wayne.
- 2. Approval of Minutes of the July 1, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: July 1, 2014 Meeting Approved Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Swae, the July 1, 2014 Meeting Minutes were approved. (AYES: Members Flanagan, Leffingwell and Swae; Absent: Member Sullivan.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Urban Forestry Council Work Plan for the Upcoming Quarter.** The Committee will discuss the Urban Forestry Council's Work Plan for the next quarter. (Explanatory Document: Two-Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)

The committee discussed work planning for the upcoming quarter including identifying next steps for the Best Management Project and future speakers they'd like to schedule.

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
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5. **Annual Urban Forest Report.** The Committee will review the Draft 2014 Annual Urban Forest Report and make recommendations to the full Council on report adoption. (Explanatory Document: Draft 2014 Annual Urban Forest Report) (Discussion and Action)

The committee reviewed the 2014 Annual Urban Forest Report draft. Committee members suggested edits and will send staff additional comments to include in a draft for the full Council. The committee recommended that the report be adopted at the full Urban Forestry Council meeting in September.

Public comment: Dee Seligman asked for some clarifications of the data presented and said that the removal of trees is an important policy issue that the Urban Forestry Council should address. Markos Major asked that information on the progress of Department of Public Work's tree relinquishment be included.

Committee lost quorum at 4:58pm and the following items were not heard:

6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

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Approved: October 7, 2014



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, October 7, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the September 2, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: September 2, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Review of Urban Forest Best Management Practices Project.** The Committee will review progress to date and discuss next steps. (Discussion)
- 5. Urban Forestry Council Work Plan.** The Committee will review progress on the Urban Forestry Council's Two Year Work Plan including identification of major projects for presentation to the Council at upcoming meetings. (Explanatory Documents: Two-Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)
- 6. New Business/Future Agenda Items.** (Discussion)
- 7. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 8. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, November 4, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: October 2, 2014

Member Sullivan will follow up with Mei Ling Hui and Member Flanagan to confirm if there are any additional speakers expected at the October full council meeting.

Public Comment: Dee Seligman commented that all presentations and associated materials that are presented for BMP project, as well as all presentations to the council should be accessible and easily found on the UFC website. If there are any additional presenters Ms. Seligman asked that they be kept to the same 10 min presentation and 2 min Q&A time limit.

5. **Urban Forestry Council Work Plan.** The Committee will review progress on the Urban Forestry Council's Two Year Work Plan including identification of major projects for presentation to the Council at upcoming meetings. (Explanatory Documents: Two-Year Work Plan and Urban Forestry Council New Project and Program Ideas) (Discussion)

Two Year Work Plan was reviewed. Major projects that were discussed for upcoming Full Council presentations were; Better Market Street, Transbay and Treasure Island. Member Swae offered to champion the dates and presenters for Better Market Street and Transbay presentations. Member Sullivan will coordinate dates and presenters for Treasure Island with Mei Ling Hui.

Additional work plan items discussed were options for securing grant funding for Urban Wood Reuse program and Phases 2 and 3 of UF Master Plan (Member Swae), Potential Tree surveying / UFORE analysis to assist Urban Forest Master Plan goals with assistance from USDA reps (Member Leffingwell). Future potential work plan goals for Q1 2015 discussed were development of a broader tree list by UFC (beyond just street trees) and Awards program(s).

Public Comment: Rupa Bose noted that TI Eucalyptus trees have hosted monarch butterflies and that all major construction projects in San Francisco should have a goal of preserving trees, not removal. All projects should incorporate analysis of environmental benefits of habitat to fauna (esp. birds). Pruning standards and enforcement related to bird nesting periods need to be addressed. How can protections during nesting periods be addressed by UFC? She wants public health benefits from trees to be included in the BMPs.

Dee Seligman stated that the Two Year Work Plan needs to be updated to reflect current timeframe/schedule. Clarify the language on the New Project list. When Urban Forestry Council seats are vacated and/or available what is process for them to be filled? Member Sullivan directed her to Mei Ling Hui for clarifications on the process for filling vacant seats.

6. **New Business/Future Agenda Items.** (Discussion) No additional items were discussed
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. No public comment at this time
8. **Adjournment.** 5:12pm

The next Planning and Policy Committee meeting is scheduled for Tuesday, November 4, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee Regular Meeting
Approved Minutes**

**Tuesday, October 7, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

- 1. Call to Order and Roll Call.** Call to order: 4:10, Roll Call: Members Sullivan, Swae, Leffingwell (present) Flanagan (excused) Ginsburg/Alvarez /Wayne (absent)
- 2. Approval of Minutes of the September 2, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: September 2, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Swae, second by Member Leffingwell, the September 2, 2014 Meeting Minutes were approved without objection.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Review of Urban Forest Best Management Practices (BMP) Project.** The Committee will review progress to date and discuss next steps. (Discussion)

The committee discussed the process for creating the BMP document. Member Leffingwell stated that he has begun a draft outline of the BMP document and will bring to next committee meeting. Member Leffingwell questioned how the Full Council presentations will be summarized / recorded. Member Leffingwell will need to link or reference the presentation summaries as part of the final BMP document.

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6. **New Business/Future Agenda Items.** (Discussion) No additional items were discussed
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. No public comment at this time
8. **Adjournment.** 5:12pm

Urban Forestry Council Planning and Policy Committee Meeting
October 7, 2014 Approved Minutes
Page 3

The next Planning and Policy Committee meeting is scheduled for Tuesday, November 4, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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Approved: December 2, 2014



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, December 2, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the October 7, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: October 7, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Planning Commission Approval of Urban Forest Plan.** The Committee will hold a brief discussion of the Planning Commission adoption hearing on November 20, 2014 and next steps. (Discussion)
- 5. Coordination with the Forest Service.** The Committee will discuss opportunities to coordinate with national and regional forest service offices. (Discussion)
- 6. New Business/Future Agenda Items.** (Discussion)
- 7. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 8. Adjournment.**

The next Planning and Policy Committee meeting is scheduled for Tuesday, January 6, 2015 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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Posted: November 26, 2014





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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
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**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee Regular Meeting
Draft Minutes**

**Tuesday, December 2, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

1. **Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:13 p.m. Present: Members Sullivan (Chair), Flanagan, Leffingwell, and Swae; Excused: Ginsburg/Alvarez/Wayne.
2. **Approval of Minutes of the October 7, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: October 7, 2014 Meeting Approved Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Swae, the October 7, 2014 Meeting Minutes were approved without objection (AYES: Members Sullivan, Flanagan, Leffingwell and Swae).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
4. **Planning Commission Approval of Urban Forest Plan.** The Committee will hold a brief discussion of the Planning Commission adoption hearing on November 20, 2014 and next steps. (Discussion)

Member Swae reported that the Planning Commission has approved the plan. Next steps include a review by the Board of Supervisors Land Use Committee (within 90 days), then to the Board of Supervisors (date to be determined) for adoption into the General Plan.

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
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5. **Coordination with the Forest Service.** The Committee will discuss opportunities to coordinate with national and regional forest service offices. (Discussion)

Member Leffingwell reported that he and Member Flanagan met with representatives of the U.S. Forest Service and reviewed the Urban Forest Master Plan. They discussed the challenges (funding, new research, etc.) and ways the U.S. Forest Service may be able to assist in the research and analysis required to implement components of the plan. The U.S. Forest Service has proposed to do a new UFORE assessment and a comparative analysis of the previous 2007 UFORE. The proposal also may include U.S. Forest Service analysis of the Planning Department's Street Tree Census (funded, but yet to be completed). Member Flanagan reported that he would like an analysis that shows the existing canopy cover/health and the associated financial/environmental benefits. Members Swae and Leffingwell will provide the U.S. Forest Service with an outline of the proposed scope of work.

6. **New Business/Future Agenda Items.** (Discussion)
 - Next Committee meeting should have a draft of the Best Management Practices document based on the Full Committee listening series.
 - Report out to Full Council at the December 12th meeting on combining Funding and Planning Committees.
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
8. **Adjournment.** The Planning and Policy Committee meeting adjourned at 4:45 p.m.

Minutes by Planning and Policy Committee Chair Andrew Sullivan

The next Planning and Policy Committee meeting is scheduled for Tuesday, January 6, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee Regular Meeting
Approved Minutes**

**Tuesday, December 2, 2014, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

1. **Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:13 p.m. Present: Members Sullivan (Chair), Flanagan, Leffingwell, and Swae; Excused: Ginsburg/Alvarez/Wayne.
2. **Approval of Minutes of the October 7, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: October 7, 2014 Meeting Approved Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Swae, the October 7, 2014 Meeting Minutes were approved without objection (AYES: Members Sullivan, Flanagan, Leffingwell and Swae).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
4. **Planning Commission Approval of Urban Forest Plan.** The Committee will hold a brief discussion of the Planning Commission adoption hearing on November 20, 2014 and next steps. (Discussion)

Member Swae reported that the Planning Commission has approved the plan. Next steps include a review by the Board of Supervisors Land Use Committee (within 90 days), then to the Board of Supervisors (date to be determined) for adoption into the General Plan.

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5. **Coordination with the Forest Service.** The Committee will discuss opportunities to coordinate with national and regional forest service offices. (Discussion)

Member Leffingwell reported that he and Member Flanagan met with representatives of the U.S. Forest Service and reviewed the Urban Forest Master Plan. They discussed the challenges (funding, new research, etc.) and ways the U.S. Forest Service may be able to assist in the research and analysis required to implement components of the plan. The U.S. Forest Service has proposed to do a new UFORE assessment and a comparative analysis of the previous 2007 UFORE. The proposal also may include U.S. Forest Service analysis of the Planning Department's Street Tree Census (funded, but yet to be completed). Member Flanagan reported that he would like an analysis that shows the existing canopy cover/health and the associated financial/environmental benefits. Members Swae and Leffingwell will provide the U.S. Forest Service with an outline of the proposed scope of work.

6. **New Business/Future Agenda Items.** (Discussion)

- Next Committee meeting should have a draft of the Best Management Practices document based on the Full Committee listening series.
- Report out to Full Council at the December 12th meeting on combining Funding and Planning Committees.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

8. **Adjournment.** The Planning and Policy Committee meeting adjourned at 4:45 p.m.

Minutes by Planning and Policy Committee Chair Andrew Sullivan

The next Planning and Policy Committee meeting is scheduled for Tuesday, January 6, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved: January 6, 2015



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Policy Committee**

**Tuesday, January 6, 2015, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez /Wayne and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the December 2, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: December 2, 2014 Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Best Management Practices.** The Committee will have a discussion on the Best Management Practices project. (Discussion)
- 5. Urban Forestry Council Committee Structure.** The Committee will review the Urban Forestry Council's Committee structure and make suggestions for Bylaws amendments to the full Council. (Explanatory Documents: Present Bylaws Committees Sections and Past Bylaws Sections of Combined Committees) (Discussion and Action)
- 6. San Francisco Street Tree Recommendations List.** The Committee will review the 2014 Recommended Street Tree List and discuss ideas for additional tree selection lists. (Explanatory Document: 2014 Recommended Street Tree List) (Discussion)
- 7. New Business/Future Agenda Items.** (Discussion)
- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 9. Adjournment.**

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The next Planning and Policy Committee meeting is scheduled for Tuesday, February 3, 2015 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meeting will be held at San Francisco Planning Department Offices, 1650 Mission Street, Room 400, San Francisco, CA 94103. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street and 16th at Mission Street. Accessible MUNI/Metro lines servicing this location are the 42 - Downtown, 14 & 14 Limited - Mission, and F - Market bus lines. For information about MUNI accessible services call (415) 923-6142. Accessible curb side parking spaces have been designated on Mission and Otis Streets. There is accessible parking available within the Department of Building Inspection parking lot. The entrance to this lot is on Otis Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Language Access

Language Assistance: To request an interpreter for a specific item during the meeting, please contact the Commission Secretary, Monica Fish, at (415) 355-3709 or Monica.Fish@sfgov.org at least 48 hours in advance of the hearing.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Policy Committee's meeting website

<http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas>

with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Policy Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: December 30, 2014

ORIGINAL ARTICLES

1. The Evolution of the Human Brain. By H. H. S. GUNDEL. 1-10.
2. The Evolution of the Human Brain. By H. H. S. GUNDEL. 11-20.
3. The Evolution of the Human Brain. By H. H. S. GUNDEL. 21-30.
4. The Evolution of the Human Brain. By H. H. S. GUNDEL. 31-40.
5. The Evolution of the Human Brain. By H. H. S. GUNDEL. 41-50.
6. The Evolution of the Human Brain. By H. H. S. GUNDEL. 51-60.
7. The Evolution of the Human Brain. By H. H. S. GUNDEL. 61-70.
8. The Evolution of the Human Brain. By H. H. S. GUNDEL. 71-80.
9. The Evolution of the Human Brain. By H. H. S. GUNDEL. 81-90.
10. The Evolution of the Human Brain. By H. H. S. GUNDEL. 91-100.

REVIEWS

1. The Evolution of the Human Brain. By H. H. S. GUNDEL. 101-110.
2. The Evolution of the Human Brain. By H. H. S. GUNDEL. 111-120.
3. The Evolution of the Human Brain. By H. H. S. GUNDEL. 121-130.
4. The Evolution of the Human Brain. By H. H. S. GUNDEL. 131-140.
5. The Evolution of the Human Brain. By H. H. S. GUNDEL. 141-150.
6. The Evolution of the Human Brain. By H. H. S. GUNDEL. 151-160.
7. The Evolution of the Human Brain. By H. H. S. GUNDEL. 161-170.
8. The Evolution of the Human Brain. By H. H. S. GUNDEL. 171-180.
9. The Evolution of the Human Brain. By H. H. S. GUNDEL. 181-190.
10. The Evolution of the Human Brain. By H. H. S. GUNDEL. 191-200.

NOTES AND CORRESPONDENCE

1. The Evolution of the Human Brain. By H. H. S. GUNDEL. 201-210.
2. The Evolution of the Human Brain. By H. H. S. GUNDEL. 211-220.
3. The Evolution of the Human Brain. By H. H. S. GUNDEL. 221-230.
4. The Evolution of the Human Brain. By H. H. S. GUNDEL. 231-240.
5. The Evolution of the Human Brain. By H. H. S. GUNDEL. 241-250.
6. The Evolution of the Human Brain. By H. H. S. GUNDEL. 251-260.
7. The Evolution of the Human Brain. By H. H. S. GUNDEL. 261-270.
8. The Evolution of the Human Brain. By H. H. S. GUNDEL. 271-280.
9. The Evolution of the Human Brain. By H. H. S. GUNDEL. 281-290.
10. The Evolution of the Human Brain. By H. H. S. GUNDEL. 291-300.



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee Regular Meeting
Draft Minutes**

**Tuesday, January 6, 2015, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Alvarez and Swae

Order of Business

1. **Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:09 p.m. Present: Members Sullivan (Chair), Flanagan, Leffingwell, and Swae; Excused: Member Alvarez.
2. **Approval of Minutes of the December 2, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: December 2, 2014 Meeting Draft Minutes) (Discussion and Action) Member Sullivan moved to approve the December 2, 2014 Minutes, second by Member Flanagan. Approved without objection (AYES: Members Sullivan, Flanagan, Leffingwell and Swae).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Pacific Forestry Trust representative introduced himself. He will be meeting with Council Coordinator Mei Ling Hui to consider opportunities for collaboration in 2015.
4. **Best Management Practices.** The Committee will have a discussion on the Best Management Practices project. (Discussion) Member Leffingwell presented a draft outline that summarizes the listening series. This is a first draft of Best Management Practices for review by the committee. Committee members will review the draft outline within two weeks. The revised and updated draft will be presented at the February 3rd Planning and Policy Committee meeting.

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Public Comment: Ms. Rupa Bose (SFFA) stated that it is important to have community input as a factor in developing goals for urban forest management. It is important to include habitat value of living and dead trees as a factor. Eucalyptus groves are not at the end of their life as stated. Mosaic vs. single forest stand should be reviewed and discussed further.

5. **Urban Forestry Council Committee Structure.** The Committee will review the Urban Forestry Council's Committee structure and make suggestions for Bylaws amendments to the full Council. (Explanatory Documents: Present Bylaws Committees Sections and Past Bylaws Sections of Combined Committees) (Discussion and Action) Council Coordinator Hui gave background on the previous Committee structure. Council Coordinator will coordinate with Commission Secretary Monica Fish to draft bylaws to revert Committee structure to 2010 structure. The revised structure will be presented for discussion and action at the full Urban Forestry Council meeting.

Public Comment: Ms. Dee Seligman inquired when members will be re-assigned and about the schedule for approval by the Board of Supervisors.

6. **San Francisco Street Tree Recommendations List.** The Committee will review the 2014 Recommended Street Tree List and discuss ideas for additional tree selection lists. (Explanatory Document: 2014 Recommended Street Tree List) (Discussion) Council Coordinator Hui presented the current Recommended Street Tree List. The Committee provided preliminary comment on the list. Council Coordinator Hui will try to set up one additional meeting with the working group to develop a final draft to bring to the Full Council.

Public Comment: Ms. Rupa Bose stated that she likes the idea of adding links to pictures and locational information. She asked if habitat value and common names can be added to the list.

Council Member Rose Hillson suggested adding common names and photos.

7. **New Business/Future Agenda Items.** (Discussion) Member Swae stated that the Board of Supervisors Land Use Committee is scheduled to review the Urban Forest Master Plan on Monday, January 26th, and the Street Tree Census Request for Proposal is to be released next month.
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Ms. Rupa Bose asked that the Committee confirm that the Street Tree Census will evaluate all trees – not a sampling.
9. **Adjournment.** The Planning and Policy Committee meeting adjourned at 5:14 p.m.



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EDWIN M. LEE
Mayor

DEBORAH O. RAPHAEL
Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee Regular Meeting
Approved Minutes**

**Tuesday, January 6, 2015, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Alvarez and Swae

Order of Business

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2. **Approval of Minutes of the December 2, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: December 2, 2014 Meeting Draft Minutes) (Discussion and Action) Member Sullivan moved to approve the December 2, 2014 Minutes, second by Member Flanagan. Approved without objection (AYES: Members Sullivan, Flanagan, Leffingwell and Swae).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Pacific Forestry Trust representative introduced himself. He will be meeting with Council Coordinator Mei Ling Hui to consider opportunities for collaboration in 2015.
4. **Best Management Practices.** The Committee will have a discussion on the Best Management Practices project. (Discussion) Member Leffingwell presented a draft outline that summarizes the listening series. This is a first draft of Best Management Practices for review by the committee. Committee members will review the draft outline within two weeks. The revised and updated draft will be presented at the February 3rd Planning and Policy Committee meeting.

Public Comment: Ms. Rupa Bose (SFFA) stated that it is important to have community input as a factor in developing goals for urban forest management. It is important to include habitat value of living and dead trees as a factor. Eucalyptus groves are not at the end of their life as stated. Mosaic vs. single forest stand should be reviewed and discussed further.

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9. **Adjournment.** The Planning and Policy Committee meeting adjourned at 5:14 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, February 3, 2015 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Urban Forestry Council Planning and Policy Committee Meeting
January 6, 2015 Approved Minutes
Page 3

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved: February 3, 2015

Approved: February 3, 2015

